

21st Century Community Learning Centers Program Application

DOE-09-001

**Tom Oster, Secretary
South Dakota Department of Education
Pierre, SD 57501-2291**

**Postmark Deadline for Applications:
February 20, 2009**

**Deliver to:
South Dakota Department of Education
21st Century Community Learning Centers
Attn: Sue Burgard
700 Governors Drive
Pierre, SD 57501-2291**

EQUAL OPPORTUNITY EMPLOYER

2007 Application for 21st Century Community Learning Center Grants

South Dakota Department of Education

(More information relating to filling out this application can be found in the State Instructions as well as the U.S Department of Education Non-Regulatory Guidance located at <http://doe.sd.gov/oess/21cent/appprocess.asp>)

Applicant Name: _____

School Attendance Center(s) to be served:

Name of Project Director: _____

Project Director's Employer: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax Number: _____

E-mail _____

Name of Authorized Representative for Applicant:

Title of Authorized Representative for Applicant: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Fax Number: _____

E-mail _____

Type of Applicant: (check one only)

☐ Local Education Agency ☐ Local Government

☐ Nonprofit ☐ Institutions of Higher Education

☐ For profit ☐ Other (Specify) _____

Authorized Representative Signature: **I certify that the board of the above named applicant has authorized me as its representative to submit this application, and that the information contained in this application is accurate and complete.**

Authorized Representative - Please Print:	Authorized Representative's Signature:	Date:

Return the original and four copies to: S.D. Department of Education by February 20, 2009
Attn: Sue Burgard
700 Governors Drive
Pierre, SD 57501

Program Summary

Descriptive Title of Applicant's Project:		
Student Populations Served (check all that apply) <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School		
Program Summary (check all that apply) <input type="checkbox"/> Reading or Literacy <input type="checkbox"/> Art, Music, Dance, Theater <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Mathematics <input type="checkbox"/> Science <input type="checkbox"/> Technology, Video or Media <input type="checkbox"/> Community Service <input type="checkbox"/> Cultural Activities, Social Studies <input type="checkbox"/> Student Development <input type="checkbox"/> Services for Parents <input type="checkbox"/> Other (specify) _____		
Operating Hours (check all that apply) After-school program: How many weeks? _____ How many days per week? _____ Hours each day? _____ Summer program: How many weeks? _____ How many days per week? _____ What hours each day? _____ How many students do you anticipate serving daily? Afterschool _____ Summer _____		
Are you currently receiving a 21st Century Community Learning Centers grant from the SD Department of Education or any other governmental agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		

LIST OF ALL PARTNERING ORGANIZATIONS

**Remember to include the individual
Collaboration and Partnership Form (Attachment E) for each partner.
A form MUST be included from the school(s)
attended by the students you will be serving..**

Eligibility Demographics

A majority (over 50%) of the students served by the 21st CCLC grant must attend a Title I school-wide program, or a school with at least 40% of the student body eligible for the free or reduced price lunch program. (Middle and high schools may use an elementary school feeder pattern to project the free or reduced price lunch eligibility percentage.)

Please indicate the date of the enrollment and the free or reduced price lunch counts for the school attendance areas to be service by the 21st CCLC. *(This date must be the same for all school attendance areas and taken during the current school years.)*

Month _____ Day _____ Year _____

[illegible]

**** If using the feeder school method, enter the percentage calculated on the table below and project the number of students eligible for free and reduced price lunch based on this percentage.**

Please complete the table below if you are using the Feeder School Concept to determine eligibility for a middle or high school. (See *Example in the instructions on page 3*)

Name of School using Feeder School Method _____

Name of Elementary Feeder School	Number of Students Enrolled	Number of Free or Reduced Lunch Students	% Free or Reduced Lunch
Column Totals			

Divide the total number of free or reduced lunch children by the total enrollment of all the elementary schools feeding into the middle or high school. The average percentage of poverty in the feeder schools will be your projected poverty rate for the middle or high school.

Abstract

Briefly describe programs' goals, services, activities, and planned participants.

Directions

Carefully read the instructions and guidance before completing the application. Then submit 2009 application for 21st Century Community Learning Centers Grants including all required documents. If required elements are not included, your grant application may not be considered.

Cover Page (Form included, page 2)

Table of Contents-One page (Form not included)

Program Summary (Form included, page 3)

Eligibility Demographics (Form included, page 4)

Abstract (Form included, page 5)

Program Narrative addressing each of the five criteria: (Form not included. No more than 20 pages double-spaced)

1. Need for Project (10 points) (See page 8 of instructions)
 - The extent to which the students at the site(s) are in need of the services and/or are at risk of educational failure
 - Present availability of programming for these children.
2. Quality of Project Design (40 points) (See page 9 of instructions)
 - The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable
 - The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs
 - The extent to which the proposed program design will provide an interesting, challenging, and meaningful experience for the young people involved (possibly add descriptions of typical after-school and/or summer day experiences for students)
 - The extent to which the results of the evaluation requirements will be used to refine, improve and strengthen the program
 - Are there policies in place/proposed regarding things such as attendance, handling of injuries, discipline, communication with parents, etc.? These will be required for licensing.
3. Adequacy of Resources (20 points) (See page 9 of instructions)
 - The adequacy of support, including facilities, personnel, equipment, supplies, and other resources from the applicant organization
 - The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits
 - A consideration of a plan for sustainability after funding ceases

4. Quality of Management Plan (20 points) (See page 10 of the instructions)
 - The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project tasks
 - How the applicant will ensure that diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, students, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate
5. Cooperation and participation with other entities in the community as well as coordination of state and federal programs (10 points) (Collaboration and Partnership forms must be included for each partner listed; see Attachment E, page 22 of the application) (See page 10 of instructions)

Budget Information

1. Use the Budget Information form to provide a complete budget summary for each year of the 5 year project. (Page 9 of the application) (See page 11 of instructions)
2. A budget narrative is also required. (See page 10 of application for specifics to be included) (See page 11 of instructions)
 - a. Applicants are required to spend at least \$2,000 on professional development activities for their staff each year. Please remember to include these costs in your budget.
3. Financial Management Questionnaire is also required (Attachment B, page 16 of application) (See page 11 of instructions)

Attachment A –Assurances (Page 12-15 of application) Carefully read, sign and date assurances. (Assurances document to be signed is the one included with the application) (See page 11 of instructions)

Attachment B - Financial Management Questionnaire is also required. (Page 16-18 of application) (See page 11 of instructions)

Attachment C - Affirmation of Consultation with Private School Officials, if applicable (Page 19 of application) (See page 11 of instructions)

Attachment D - GEPA 427 information (Page 20-21 of application) (See page 11 of instructions)

Attachment E – Collaboration and Partnership Agreements for each of the partners listed. (Page 22 of application) (See pages 10-11 of instructions.)

Each application may be accompanied by an appendix (See page 11 of instructions for limitations)

Other attachments to the application are strongly discouraged. (See page 12 of instructions.)

How do I submit an application?

To be reviewed for funding, all applications must:

- Meet eligibility requirements
- Be complete with one original and four copies
- Be received by the deadline
- Meet page limit requirements
- Include all required documents

The deadline for transmitting applications is **February 20, 2009**. All applications must be received or **postmarked on or before** that date. This closing date and procedures for guaranteeing timely submission will be strictly observed. **No supplemental or revised information from applicants—including letters of recommendation mailed separately—will be accepted after the closing date, or after an application has been submitted. An original and four complete copies must be submitted.** Applications may be delivered by mail, courier or hand before the deadline date. We encourage applicants to carefully review the procedures for submitting their materials.

All applicants must submit one signed original and four additional copies of the entire application. Applicants are also encouraged to submit all copies of the application together in one package to ensure that the same application is not logged more than once. **Do not send your application, or copies of your application, to any other Office within the Department of Education.** Applications must be submitted to the following address:

South Dakota Department of Education
21st Century Community Learning Centers
Attn: Sue Burgard
700 Governors Drive
Pierre, SD 57501-2291

See information on submitting grant on pages 12-13 of Instructions.

**South Dakota Department of Education
Budget Information
21st Century Community Learning Centers Program**

Name of Institution:

Budget Summary

Budget Categories	Project Year 1 7/01/09-6/30/10 (a)	Project Year 2 7/01/10-6/30/11 (b)	Project Year 3 7/1/11-6/30-12 (c)	Project Year 4 7/1/12-6/30/13 (d)	Project Year 7/1/13-6/30/14 (e)	Total (f)	
1. Personnel							
2. Employee Benefits							
3. Travel							
4. Equipment							
5. Supplies							
6. Contractual							
7. Professional Development							
8. Total Direct Costs (line 1-7)							
9. Indirect Costs*							
10. Total Costs (lines 8-9)							

*Indirect Cost Information (To be completed by your business office):

If you are requesting to budget for restricted indirect costs on line 8, please answer the following questions:

- (1) Are you a South Dakota Public School District? ____ Yes ____ No If yes, use your state approved restricted indirect cost rate. If no, go to number two.
- (2) Do you have a Restricted Indirect Cost Rate Agreement approved by an agency of the state or federal government? ____ Yes ____ No
If no, you may not claim indirect costs, If yes, go to number three.
- (3) Period Covered by the Restricted Indirect Cost Rate Agreement: From: _____ To: _____ (mm/dd/yyyy)
Approving agency (please specify): _____
- (4) Please attach a copy of your approved restricted indirect cost rate agreement.

Budget categories for consideration in required budget narrative.

Personnel: Salaries; paid to certificated individuals (i.e., certified teachers); staff that are not certificated (i.e., paraprofessionals, secretaries, teachers' aids, bus drivers).

Examples: Program Director: \$40,000 @ .5 FTE = \$20,000
Program Assistant: \$15,000 @ 1 FTE = \$15,000

Employee Benefits: Payments made on behalf of employees that are not part of gross salary (i.e., insurance, Social Security, retirement, unemployment compensation, workers compensation, annual leave, sick leave).

Examples: \$20,000 X 7.65% (Social Security-Medicare) = \$1,530
\$15,000 X 7.65% (Social Security-Medicare) = \$3,000

Travel: Expenditures for staff travel, including mileage, airline tickets, taxi fare, meals, lodging, student transportation.

Examples: 3 trips X 400 miles X .37 = \$4,440
Bus - 5 days per week X \$20 per day X 20 weeks = \$2,000

Equipment: Equipment should include tangible, nonexpendable personal property that has a useful life of more than one year. This should include all electronic equipment such as digital cameras, DVD players, laptop computers and desktop computers. The grantee will be expected to maintain an equipment inventory list.

Examples: Digital cameras - 3 @ \$150 = \$450
Laptop computer -1 @ \$900 = \$900

Supplies: Consumable supplies include materials, software, videos, textbooks, etc.

Examples: Art supplies - \$200
Reading books - \$300
Software for Math assistance program - \$175

Contractual: (Purchased Services) Personal services rendered by personnel who are not employees of Local Education Agency (LEA), and other services the LEA may purchase; workshop & conference fees, tuition, contracted services, consultants, scoring services, rent, travel, etc.

Example: Company A – Provide professional development workshop - \$1,200

Professional Development: Applicants are required to spend at least \$2000 on professional development activities for their staff each year. Be sure to include these professional development related costs in your annual budgets and budget narratives.

Example: Professional development conference – New York
Airfare - \$550
Registration - \$250
Meals – 3 days @ \$36 per day = \$108
Lodging – 2 days @ \$175 = \$350
Miscellaneous – Cab - \$50

Indirect Costs: Grantees must have an approved restricted indirect cost rate before indirect cost may be charged to this program. (see budget form)

Include a budget description for each year of the 5-year proposed project.

Grant Periods:

Project Year 1:	July 1, 2009 – June 30, 2010
Project Year 2:	July 1, 2010 – June 30, 2011
Project Year 3:	July 1, 2011 – June 30, 2012
Project Year 4:	July 1, 2012 – June 30, 2013
Project Year 5:	July 1, 2013 - June 30, 2014

Attachment A – General Assurances – Pages 12-15 (Carefully read and sign this form. Attach the copy with the original signature to the original of your application. Copies of the application should have copies of the signed form.)

Attachment B – Financial Management Questionnaire - Pages 16-18 (Only one copy is required and is to be attached to the original grant application)

Attachment C – Affirmation of Consultation with Private School Officials form – Page 19 (Only one copy is required and is to be attached to the original grant application)

**Attachment D – GEPA 427 – Pages 20-21
(Only one copy is required and is to be attached to the original grant application)**

Attachment E – Collaboration and Partnership Agreement forms – Page 22 (Each partner for your grant needs to fill out a form. The school(s) which the students you are attending ARE REQUIRED to fill out a form.) Copies of these should be attached to the original AND to each of the copies.

Attachment A

READ CAREFULLY AND SIGN. THESE SIGNED ASSURANCES ARE A REQUIRED COMPONENT OF THE APPLICATION

GENERAL ASSURANCES

The applicant hereby assures the South Dakota Department of Education that:

1. Each program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The control of funds provided under each program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities.
3. The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing statutes.
4. The applicant will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
5. The applicant will cooperate in carrying out any evaluation of each such program conducted by or for the State educational agency, the Secretary, or other Federal officials.
6. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program.
7. The applicant will submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the state educational agency and the Secretary to perform their duties under each such program; and maintain such records, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties.
8. Before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment.
9. Funds will be used to increase the level of state, local, and other non-federal funds that would, in the absence of federal funds, be made available, and in no case supplant such state, local, and other non-federal funds.
10. Equitable participation of non-public schools (if any) will be provided. The applicant will consult with officials of non-public schools in a meaningful and timely manner, provide non-public participants genuine access to equitable services and equal expenditure of funds.
11. The applicant will assure that the program will primarily target students who attend schools eligible for schoolwide programs under section 1114 and the families of such students;
12. The applicant will transport students only in vehicles that meet applicable safety standards;
13. The applicant will develop the program and will actively collaborate with the schools the students attend;
14. The applicant will after the submission, provide for public availability and review of the application and any waiver request.
15. If a public or private organization, other than an elementary, middle or secondary school, assures that its program was developed and will be carried out in active collaboration with the schools the students attend;
16. The applicant will conduct the program in a safe and easily accessible facility that complies with all health, fire and safety requirements; facilities other than an elementary, middle, or secondary school must be at least as available and accessible to the participants as if the program were located in an elementary or secondary school;
17. Applicant will coordinate and collaborate, to the extent feasible and necessary as determined by the applicant, with other agencies providing services to children, youth, and families, including health and social services;

PRO-CHILDREN ACT OF 1994 ASSURANCE

I hereby acknowledge that the LEA of which I am the authorized representative, has adopted the provisions of the Pro-Children Act of 1994. (The Pro-Children Act requires that smoking not be permitted in any indoor facility used routinely or regularly for the provision of "children's services" to persons under age 18, if the services are funded by specified Federal programs either directly or through State or local governments.)

GUN FREE SCHOOLS ACT ASSURANCE

I hereby acknowledge that the LEA, of which I am the authorized representative, has adopted a Gun Free Policy that is in compliance with SDCL 13-32-4.

CONSTITUTIONALLY PROTECTED PRAYER IN PUBLIC SCHOOLS CERTIFICATION

I hereby certify that the LEA, of which I am the authorized representative, has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in its public elementary and secondary schools.

As a condition of receiving federal funds under terms of the Elementary and Secondary Education Act ("ESEA") of 1965, as amended by Section 9524 of the No Child Left Behind Act of 2001, this certification is required by October 1st of each year. The South Dakota Department of Education in its role as the official public education state agency in South Dakota will annually send to the U.S. Secretary of Education a list of those LEAs in South Dakota that have not submitted the required certification or against which complaints have been made that the LEA is not in compliance with this provision.

Attachment A

ADDITIONAL ASSURANCES LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three - year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

DRUG-FREE WORKPLACE

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

Attachment A

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title X of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 71501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

Attachment A

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

ASSURANCES AND CERTIFICATION STATEMENT: The above named applicant assures the South Dakota Department of Education that these projects will be administered in compliance with the assurances contained in this application, with state and federal laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete.

Name of Authorized Representative (Type or Print): _____

Original Signature of Authorized Representative: _____

Date: _____

**21st CENTURY COMMUNITY LEARNING CENTER GRANT
FINANCIAL MANAGEMENT QUESTIONNAIRE**

SECTION A: Organizational Information

Name of Organization: _____

Address: _____

Authorized Representative Name and Title: _____

Phone: _____ Fax: _____ Email: _____

Business Manager or Fiscal Agent Name and Title : _____

Phone: _____ Fax: _____ Email: _____

Year Established: _____ Employer Identification Number (EIN): _____

Organization Type: ☐ Local Education Agency ☐ Nonprofit ☐ For Profit

☐ Local Government ☐ Institutions of Higher Education ☐ Other (Specify) _____

SECTION B: Corporation Information-If you are a corporation you must fill out this section. If not go to section C.

***REQUIRED:** If you are a corporation you must provide a Certificate of Existence that you are in good standing with the Secretary of States Office. Secretary of States Office phone number for information to acquire a Certificate of Existence is 605-773-4845.

Nonprofit Corporation:

Nonprofit corporations applying for 21st Century Community Learning Center grant funds must complete the following information:

Enter the year in which the Corporation was founded: _____

Enter the date that the IRS Letter granted 501(c)(3) tax exemption status: _____

*Attach a copy of the IRS letter to this form.

Enter the Corporation name: _____

Enter the Corporation number: _____

For Profit Corporation:

For Profit Corporations applying for 21st Century Community Learning Center grant funds must complete the following information:

Enter the year in which the Corporation was founded: _____

Enter the Corporation name: _____

Enter the Corporation number: _____

SECTION C: Financial Statements

Did an independent certified public accountant (CPA) recently examine your organizations financial statements?

☐ YES ☐ NO

If an independent CPA review or audit (including an A-133 audit) was performed, please provide this office with a copy of their latest audit and any management letters issued. Sub-grantees expending \$500,000 or more annually in federal funds from all sources, requires an audit that meets OMB Circular A-133.

☐ Enclosed ☐ N/A ☐ LEA or entity that has submitted a copy of their most recent audit to the Department of Legislative Audit or the South Dakota Department of Education. (If you have sent your latest audit to the Department of Legislative Audit or the South Dakota Department of Education, you are not required to include a copy with your application.)

Fiscal Year of Audit _____

If an independent CPA **has not recently** reviewed or audited your financial statements, please develop and provide this office with a copy of the following financial statements:

- A detailed "Balance Sheet" for the most current and previous year; and
- A detailed "Income Statement" for the most current and previous year.

SECTION D: Accounting System Data and Funds Management

Which of the following best describes your accounting system?

☐ Manual ☐ Automated ☐ Combination

Does the accounting system provide for the recording of grant costs according to categories in the application budget? ☐ YES ☐ NO

Does the system identify the receipt and expenditure of funds separately for each grant?

☐ YES ☐ NO

Is a separate bank account maintained for Federal grant funds? ☐ YES ☐ NO

If a separate bank account is not maintained, can the Federal grant funds and related expenses be readily identified? ☐ YES ☐ NO

SECTION E: Timekeeping System Data

Is your organization familiar with the time and effort reporting requirements related to Federal awards made to your type organization? ☐ YES ☐ NO

Are time distribution records maintained for each employee to account for his/her TOTAL effort (100%)? ☐ YES ☐ NO

(Attach a sample timesheet and procedures for completing timesheets and for allocating salary and wage charges to Federal awards.)

SECTION F: Purchasing System

Are asset inventory records maintained? ☐ YES ☐ NO

Does your organization have policies relating to competitive purchases? ☐ YES ☐ NO

What is the dollar threshold for capitalization of equipment? \$_____

Certification Statement:

I hereby certify that all data in this questionnaire is true and correct. The document has been duly authorized by the governing body of the applicant.

Authorized Representative's Title: _____

Authorized Representative's Printed Name: _____

Authorized Representative's Signature: _____

Date: _____

21ST CENTURY COMMUNITY LEARNING CENTERS AFFIRMATION OF CONSULTATION WITH PRIVATE SCHOOL OFFICIALS

Section 9501 of the No Child Left Behind Act require that timely and meaningful consultation occur between the applicant and private school officials prior to any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act, and shall continue throughout the implementation and assessment of activities under this section.

The following topics must be discussed during the ongoing consultation process:

- How the applicant will determine the eligibility of private school children.
- How the applicant will identify the needs of eligible private school children.
- What services the applicant will offer to eligible private school children.
- How and when the applicant will make decisions about the delivery of services.
- How, where and by whom the applicant will provide services to eligible private school children, including a thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with a third-party provider.
- How the applicant will assess academically the services to eligible private school children and how the applicant will use the results of that assessment to improve program services.
- The size and scope of the equitable services that the applicant will provide to eligible private school children and the proportion of funds that will be allocated to provide these services.
- The equitable services the applicant will provide to teachers and families of participating private school children.
- If the applicant disagrees with the views of the private school officials on the provisions of services through a contract, the applicant must provide the private schools the reasons in writing why the applicant chooses not to use a contractor.

The Private School is aware that:

- The No Child Left Behind Act of 2001 (P.L. 107-110), requires that applicants shall offer private schools with a genuine opportunity for equitable participation.
- The control of program funds and the title to any equipment and materials purchased with those funds must remain with the applicant.
- If the private school participates it will keep such records and make such reports as may be required for program audits.
- Any educational services provided shall be secular, neutral and non-ideological.

We agree that timely and meaningful consultation occurred before the applicant made any decision that affected the participation of eligible private school children in the 21st Century Community Learning Center program.

Authorized Applicant's Signature Date

Private School Representative Signature Date

Applicant's Organization

Name of Private School Agency or School

The applicant must maintain a copy of this form in its records and provide a copy to the South Dakota Department of Education.

Requirements of GEPA 427

OMB Control No. 1801-0004 (Exp. 8/31/2001)

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

Many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Collaboration and Partnership Form

Each partner in the project needs to complete and submit this form.

Applicants must collaborate, to the extent possible, with LEAs (Local Education Agencies), public and nonprofit agencies and organizations, businesses, educational entities, such as vocational and adult education programs, school-to-work programs, community colleges or universities, recreational, cultural, and other community service entities. Furthermore, non-LEA applicants must assure that the proposed program was developed, and will be carried out in active collaboration with the schools that the targeted students attend.

Each member of the partnership is required to define their commitment to the partnership and to sign a form as detailed on this page. Check the appropriate box if the organization will receive funds from this grant. Include this form for each partner.

Organization: _____

Address: _____

Phone #: _____ Fax #: _____

Email: _____

Description of Commitment: _____

☐ Check this box if partner will receive grant funds

Print Name: _____

Signature: _____

Position in organization: _____